



CITY OF MANCHESTER, NH
APPLICATION FOR SIGN PERMIT
ONE CITY HALL PLAZA
MANCHESTER, NH 03101
603-624-6475
603-624-6324 (fax)
e-mail: building@ManchesterNH.gov
www.ManchesterNH.gov

This form should be filled out and mailed to the address shown to the left. If you have any questions, please call our office between the hours of 8:00 AM and 5:00 PM. **Note: Fees are subject to change upon review of application.**

| | | | |
|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------------------------------------------------|
| Building Permit Number | _____ | Application Number | _____ |
| Date | _____ | | |
| Location (Street Address) | _____ | | |
| Zoning District | _____ | Historic District | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | Arena Overlay District | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Owner/Tenant Name | _____ | | |
| Contractor Name | _____ | | |
| Mailing Address | _____ | | |
| City, State, Zip | _____ | Telephone | _____ |
| Signature of Owner or Contractor | _____ | | |
| Type of Sign (please check one) | <input type="checkbox"/> Wall <input type="checkbox"/> Roof <input type="checkbox"/> Projecting <input type="checkbox"/> Free-Standing | | |
| | <input type="checkbox"/> Electronic Message Center <input type="checkbox"/> Other | | |
| Please indicate: | <input type="checkbox"/> Electric <input type="checkbox"/> Non-Electric | | |
| Sign Material | _____ | | |
| Overall Height above ground | _____ | sq. ft. | # of Faces |
| Extreme Dimensions-length x height | _____ | | |
| Exterior wall dimensions-length x height (for wall signs) | _____ | | |
| Projection of sign over public way | ft. _____ | in. _____ | |
| Distance from front lot line | ft. _____ | in. _____ | |

| Item | # Requested | Cost | Unit | Total Cost |
|-------------------------------------------------|-------------|-------|-------------|------------|
| On private property up to 50 sq. ft. face area | | 25.00 | each | |
| On private property > 50 sq. ft. face area | | 1.00 | per sq. ft. | |
| Over public property up to 50 sq. ft. face area | | 50.00 | each | |
| Over public property > 50 sq. ft. face area | | 1.00 | per sq. ft. | |
| Temporary outdoor sign | | 35.00 | each | |
| Subtotal | | | | 0.00 |
| Application Fee | | | | 25.00 |
| TOTAL COST | | | | |

All sign applications must be accompanied by plans and elevations drawn to a standard scale in accordance with the dimensions listed above and illustrating the following:

- 1) an accurate representation of all proposed signage;
- 2) the exact location of the sign to its extreme edge or face;
- 3) the methods of attachment, structural support and illumination;
- 4) a master inventory by plan or photograph of all existing signs showing type, size, exact location and including dimensions of exterior walls.

Notes: Large signs will require structural certification by a NH registered engineer.

Electronic message centers will require a minimum of five seconds duration on displays with changing prints.

Illuminated signs required a separate electrical permit.

Approved by: _____

Date: _____